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MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Management and Services
Deputy Director for Operations
Deputy Director for Science and Technology
Deputy to the DCI for the Intelligence
Community
Deputy to the DCI for National Intelligence
Officers
Acting General Counsel
Inspector General
Legislative Counsel

SUBJECT : Travel Expenses in Connection with Medal
Award Ceremonies

1. In order to ensure uniform handling of travel expenses in connection with presentations of medal awards to retirees who have left the area and posthumous medal awards to family members of deceased employees, the following policy has been approved:

a. A retired employee and spouse are authorized round-trip travel expenses from his place of residence to Washington, D. C., and up to two days per diem for each individual.

b. The spouse, children and parents of a deceased employee are authorized round-trip travel expenses from their place of residence to Washington, D. C., and up to two days per diem for each individual.

c. Such expenses will be borne by the parent office of the former employee's career service.

2. It is expected that such travel will be minimal and in this connection it is urged that recommendations be submitted in a timely fashion so that an all-out effort may be made to process and present awards prior to retirement.

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John F. Blake
Director of Personnel